

## CAPPS Financials — User Group Meeting Minutes

Thursday, Oct. 29, 2020

9–11 a.m.

(Webinar Only)

### I. Welcome (Tony Martin)

- This is a webinar through Webex.
- User Group meeting materials are posted on FMX.
  - To be added to the User Group distribution list, email the CAPPS Governance and Communications team at [CAPPS.CGC.BA@cpa.texas.gov](mailto:CAPPS.CGC.BA@cpa.texas.gov).
- Following the conclusion of this meeting, there will be a roundtable discussion for recently deployed Level 1s. The goals are to:
  - Review the transition process from the current deployment team support to production steady-state support.
  - Set expectations for the production process, including SR ticket creation, documentation, research, and communication.
  - Address any questions or concerns by Level 1s about the transition.
  - Ensure Level 1s have the information and resources they need to move into steady-state production successfully.

### II. Production Update: Financials Support Requests (SRs) (Tony Martin)

- **SR Summary and Trend Report**
  - The **CAPPS Financials Summary and Trend Report 10/29/20** document was reviewed.
    - For the month of September, there were 895 active SRs with 278 in high priority status. There were two critical SRs opened and resolved the same day.
    - As shown on the trend chart, there were 565 SRs opened and 550 closed in September.
    - There was an uptick due to:
      - Onboarding support for new agencies and on-going efforts related to the deployment of the Travel and Expense and Project Costing modules.
      - User preference setup requests. 109 SRs were opened, which is normal for this time of year.
      - HX Recycle efforts. 46 SRs were opened as part of reporting outstanding items remaining on the HX Recycle browser.
- **Governance Approved Enhancements**
  - The **CAPPS Financials Governance Approved Enhancements 10/29/20** was reviewed. Updates since the last meeting are identified with an asterisk (\*) and **bolded**.
- **Required Maintenance**
  - The **CAPPS Financials Required Maintenance 10/29/20** document was reviewed. Updates since the last meeting are identified with an asterisk (\*) and **bolded**.

### III. Project Update: FIN Fiscal 2021 Deployment Project Updates (Nyguel Sanders)

- The **CAPPS Fiscal 2021 Financials Agency Deployment Project 10/29/20** document was reviewed.
  - For fiscal 2020, 12 agencies will deploy this year.
  - The soft go-live date is Aug. 09, 2021. The implementation date is Sept. 01, 2021.
    - Key Activities:
      - Continue discovery sessions.
      - Conclude fiscal 2020 post-deployment support.

### IV. Discussion Topic: Budget Errors (Keith Parker)

- The **CAPPS Financials Budget Errors 10/29/20** presentation was reviewed.
- The presentation provided information on how to review and correct various Journal errors that are received when the source is HX. The two main errors that occur at the beginning of the new fiscal year are the new appropriations budgets were not set up correctly, and the new combination rules were not set up for the new fiscal year.
  - **Example 1:** Combo error for fields Appn Year/Fund/Appn/PCA in group AY/FND/PCA. This journal error is a result of invalid chartfield information. It is best to review the current existing combo data to check what exists and what is missing.
  - **Example 2:** Budgetary only account 3789 is not allowed for a non-budget ledger. For this example, account 3789 is identified as a budgetary account and is trying to be used with a non-budget ledger group.
  - **Example 3:** Funding is expired and outside the expired date range. For this example, a Journal received *Budget Exceptions* errors. Users should review the appropriation year, accounting date, and budget dates entered for the Journal. The AY (appropriation year) needs to be updated from 2020 to 2021.
  - **Example 4:** No budget exists. When users receive this type of error, usually there were no budget monies entered for the chartfield combination that is being used for the Journal. To correct the “no budget exists” error, users need to enter a budget journal for *Ledger Group APPROP* and *ChartField* values: Account 7000, Fund 0001A, PAC 97768, and AY 2021.
- The presentation material was distributed via email to user group members.

### V. Discussion Topic: Modifications to CAPPS HCM/FIN Payroll Interface (Tony Martin)

- There will be a modification to the CAPPS HCM/FIN Payroll interface that brings payroll journals from CAPPS HCM to CAPPS Financials. Due to the complexity of this interface being time-sensitive, failures must be resolved on the same day in which the failure occurred. The following steps related to inbound failures will be made:
  - Instead of stopping the interface and working with the affected agency to correct the missing data and restarting the interface job run, the job will be updated to allow the impacted journal to be built in CAPPS with existing errors.
  - The affected agencies will be notified via CAPPS email that the following journal was loaded into CAPPS with errors and need to be corrected by the agency user. This reduces the impact on the system and CAPPS resources, and allows agencies to make the needed corrections in CAPPS.
  - These changes will not affect agencies on the Uniform Statewide Payroll/Personnel System (USPS).

**VI. Upcoming Meetings**

- Thursday, Nov. 19, 2020 (combined with CAPPS HR/Payroll User Group meeting)
- No User Group meeting in December